R10 InfoPage

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Records Management Home

The goal of the Region's Records Program is to ensure that all EPA records created, received or maintained by the Region 10 EPA Office (exclusive of Superfund and RCRA records) are managed effectively and efficiently throughout their life cycle and in accordance with applicable statutory and regulatory requirements.

On this page you will find helpful records management tips, training opportunities, contact information, summarized records retention schedules and a description of services available from the Regional Records Program.

Link to On-line Records Management Training
Link to On-line Registration for ECMS (also for secondary membership requests to file plans)

Regional Information
ECMS Home
Key ECMS Links
Superfund Records

EZ email records

National Information
Records Management Program (NRMP)
Archives and Records Administration (NARA)

Services Records Management Assistance available from the Regional Records Program
Quick & Dirty Schedules Summarized versions of EPA Records Retention Schedules
Complete EPA Records Retention Schedules Browse complete schedules with links explaining how to read the schedules
Superseded EPA Records Retention Schedules and Crosswalk - 350+ EPA records schedules were deleted 1/10/14. Some of them have already been replaced with new schedules and some will be replaced by new schedules that are currently in "Draft" status. You can find both "old" and "new" schedules in these tables.
Records Management Resources, Tools & Forms Electronic SF-135 Form, Disposition Date Calculator, other helpful tools.
Records Management Coordinators Who to Contact in your Office/Unit for Records Management Assistance
What is a Record? (NRMP) Interactive Q & A to help determine if your document is a record
Region 10 Vital Record Resources Information about Vital Records and the Region 10 Vital Records Inventory
Versatile Enterprise Hints Versatile is the Records Management Database for tracking active files and boxes retired to the FRC
FY 2014Training Calendar Schedule of Records Management events and training opportunities (including new Datasite Shredding dates).
Records Management Manual Region 10 Records Management Procedures
Records Management Contacts Who to contact for guidance with your EPA Records

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